

# ESSEX INSTITUTE

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By-laws of the Essex Institute. <Adopted



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BY-LAWS

OF THE

ESSEX INSTITUTE.

[ADOPTED MARCH, 1876.]

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PRINTED FOR THE  
ESSEX INSTITUTE.  
1876.

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OFFICERS

1876-77.

PRESIDENT:

HENRY WHEATLAND.

*Vice-Presidents:*

ABNER C. GOODELL, Jr.

WILLIAM SUTTON.

FREDERICK W. PUTNAM.

DANIEL B. HAGAR.

*Secretary:*

GEORGE M. WHIPPLE.

*Treasurer:*

DAVID PINGREE.

*Auditor:*

RICHARD C. MANNING.

*Librarian:*

WILLIAM P. UPHAM.

CURATORS:

*History*—JAMES KIMBALL.

*Manuscripts*—W. P. UPHAM.

*Archæology*—F. W. PUTNAM.

*Numismatics*—M. A. STICKNEY.

*Geology*—ALPHEUS S. PACKARD, Jr.

*Botany*—JOHN ROBINSON.

*Zoology*—EDWARD S. MORSE.

*Horticulture*—CALEB COOKE.

*Painting & Sculpture*—T. F. HUNT.

*Technology*—EDWIN C. BOLLES.

*Music*—ARTHUR W. FOOTE.

COMMITTEES:

*Finance:*

JOHN C. LEE. JAMES UPTON. JAMES O. SAFFORD. H. M. BROOKS.

*Library:*

CHAS. W. PALFRAY.

JOSEPH G. WATERS.

HENRY F. KING

GEORGE F. FLINT.

WM. NEILSON.

*Publications:*

ABNER C. GOODELL, Jr.

EDWARD S. ATWOOD.

EDWIN C. BOLLES.

JAMES KIMBALL.

*Lectures:*

WILLIAM D. NORTHEM. A. H. JOHNSON. F. W. PUTNAM. A. L. HUNTINGTON.

*Field Meetings:*

ALLEN W. DODGE, Hamilton.

GEO. COGSWELL, Bradford.

GEORGE D. PHIPPEN, Salem.

GEORGE PERKINS, Salem.

E. N. WALTON, Salem.

FRANCIS H. APPLETON, Peabody.

LEWIS N. TAPPAN, Manchester.

FRANCIS H. JOHNSON, Andover.

R. S. SPOFFORD, Newburyport.

N. A. HORTON, Salem.

## ESSEX INSTITUTE.

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### BY-LAWS.

#### ARTICLE I. — MEMBERS.

SECTION 1. Any person may be elected a member, at a Regular Meeting by a majority of the members present and voting, the name of such person having been proposed in writing by two members at a previous meeting.

SECT. 2. Any person not residing in the County of Essex may be elected a corresponding member upon nomination by the Board of Directors, but corresponding members shall not be eligible to office, or entitled to vote. Any member removing from, or residing out of the county, may become a corresponding member, by giving notice of his intention and paying all arrears.

#### ARTICLE II. — OFFICERS.

SECTION 3. The officers shall be a President, four Vice-Presidents, a Secretary, a Treasurer, an Auditor, a Librarian, and Curators of Departments who, with the Chairmen of the Standing Committees, shall be the Board of Directors.

SECT. 4. The Board of Directors may appoint an Associate Curator of any department upon nomination of the Curator of the same department; and may appoint an Assistant Librarian, upon nomination of the Librarian. But the appointment of such Associate or Assistant, shall not make him a member of the Board of Directors.

SECT. 5. The Board of Directors may at any time remove an Associate Curator or Assistant Librarian.

#### ARTICLE III. — COMMITTEES.

The following Committees shall be chosen at the Annual Meeting:

SECTION 6. A Finance Committee (of which the President shall be *ex officio* Chairman, and the Treasurer *ex officio* a member), to have the direction of the funds of the Institute, in accordance with the Act of Incorporation, and of such investments of funds as may be necessary.

SECT. 7. A Library Committee (of which the Librarian shall be *ex officio* a member), who shall make an annual examination of the condition of the Library.

SECT. 8. A Committee on Publications, who shall have the management of all publications of the Institute, and regulate the manner of their distribution.

SECT. 9. A Lecture Committee, who shall have charge of all lectures and public meetings, except such as may be held or given for the benefit of a special department of the Institute, and except Field Meetings.

SECT. 10. A Committee on Field Meetings (of which the Secretary shall be *ex officio* Chairman) who shall determine when and where Field Meetings shall be held, and shall have the general management of the same.

SECT. 11. Each of these Committees, unless herein otherwise provided for, shall choose a Chairman, whose election shall be immediately certified to the Secretary, and such election shall constitute him a Director.

SECT. 12. The several Committees shall report at the Annual Meeting.

#### ARTICLE IV. — DEPARTMENTS.

The Management of the Institute shall be divided into the following Departments:—

SECTION 13. The Department of History, which shall include Historical Materials and Antiquities.

SECT. 14. The Department of Manuscripts.

SECT. 15. The Department of Archæology, which shall include Ethnology.

SECT. 16. The Department of Numismatics.

SECT. 17. The Department of Geology, which shall include Mineralogy, and Palæontology.

SECT. 18. The Department of Botany.

SECT. 19. The Department of Zoölogy.

SECT. 20. The Department of Horticulture.

SECT. 21. The Department of Technology.

SECT. 22. The Department of Music.

SECT. 23. The Department of Art, embracing Painting, Sculpture, and Engraving.

#### ARTICLE V. — MEETINGS.

SECTION 24. Regular Meetings shall be held on the first and third Mondays of each month, at the Rooms of the Institute, at 7½ o'clock, P. M. The second meeting in May shall be the Annual Meeting.

SECT. 25. Special Meetings may be called by order of the President, or at the written request of five members. Business to be transacted at a special meeting shall be limited to the subjects stated in the call.

SECT. 26. Field Meetings shall be held at such times and places as the Field-meeting Committee may designate.

SECT. 27. The Board of Directors shall meet on the first and third Mondays of each month, at 7 o'clock, P. M., at the Rooms of the Institute, and at such other times as they may be called together by the President.

SECT. 28. Five members shall be a Quorum for holding any meeting of the Institute, or of the Board of Directors, but any less number, of whom the Secretary shall be one, may have power to adjourn the meeting.

SECT. 29. Officers shall be elected at the Annual Meeting, but vacancies may be filled by election at any Regular Meeting.

SECT. 30. All Elections shall be by ballot, and by a majority of the members present and voting.

#### ARTICLE VI. — DUTIES OF OFFICERS AND COMMITTEES.

SECTION 31. The President, or in his absence one of the Vice-Presidents, shall preside at all meetings of the Institute, and of the Board of Directors. The President shall be *ex officio* Chairman of the Finance Committee.

SECT. 32. The Secretary shall give notice of all meetings and record their proceedings; shall notify all members and officers of their election; shall have charge of all papers and documents relating to the general business of the Institute; shall conduct the general correspondence; and shall report the doings of the Institute during the year, at the Annual Meeting. He shall acknowledge the receipt of all donations except those to the Library. He shall record in a book kept for that special purpose the By-laws of the Society and the names of its members, with the date of their election, and whenever any alteration, amendment, or repeal of the By-laws is made, the same shall be entered in said book. He shall be *ex officio* Chairman of the Field-meeting Committee, and shall perform such other duties as the Board of Directors shall from time to time designate by vote.

SECT. 33. The Treasurer shall be *ex officio* a member of the Finance Committee, and shall keep an exact account of all his receipts and expenditures, and shall submit his report, after examination by the Auditor, at the Annual Meeting.

SECT. 34. The Auditor shall audit all accounts of the Treasurer, Curators and Committees, and shall report at the Annual Meeting.

SECT. 35. The Librarian shall be *ex officio* a member of the Library Committee. He shall receive, and have the custody of, all books and other printed works, maps, charts, and diagrams of the Institute; shall attend to their arrangement, cataloguing and preservation; shall conduct the correspondence relating to the Library and acknowledge all

donations thereto; and shall report on its condition at the Annual Meeting.

SECT. 36. The Library Committee shall divide the books, and other articles, belonging to the Library, into two classes; namely, (A) those which are not to be removed from the building, except upon the written permission of the Library Committee; (B) those which may circulate under such rules as may be prepared by the Library Committee, and approved by the Board of Directors, which rules shall have the force of By-laws. A copy thereof shall be pasted on the cover of each volume.

SECT. 37. The Board of Directors shall have full power to transact all the general business of the Institute, except the election of members and officers; and may, when they deem it best, refer any matter to the general meeting of the Society for its action. They shall decide, subject to the control of the Society, how and when the general resources of the Society, not devoted to any particular department, shall be expended; and shall assign all space or location of specimens for each Department, and shall determine all questions that may arise between any of the Curators.

SECT. 38. The Curators shall have charge of their respective Departments, and shall have full power relating to the collection, care and preservation of the specimens or materials relating thereto: provided, however, that any alteration of the general plan or principle of arrangement of any department and the removal of specimens or other material except for the purpose of exchange, shall be made only with the consent of the Board of Directors, or under such regulations as they may, from time to time, prescribe. Curators shall have charge of all Lectures, Exhibitions, or Entertainments, given for their respective Departments. All moneys or funds that may at any time be raised by any Curator, or that may come into his hands for the benefit of his Department, and the net proceeds of any Lecture, Exhibition or Entertainment under his charge, shall be deposited by him with the Treasurer, who shall give him a receipt therefor, and place the amount to the credit of that Department. Each Curator shall have authority to draw upon the Treasurer from time to time, for the purposes of his Department, to the amount standing to its credit; excepting, however, such funds as may be permanently invested, of which the income only, shall be subject to such authority. Each Curator shall report on the condition and wants of his Department, at the Annual Meeting.

## ARTICLE VII. — ASSESSMENTS.

SECTION 39. An assessment of three dollars shall be paid by every member on admission, and annually thereafter on the third Monday in May.



SECT. 40. No member who shall be in arrears for one year shall be entitled to vote or hold any office; and any member so in arrears, who shall refuse or neglect to pay his dues for six months after being notified thereof by the Treasurer, by written notice duly recorded, shall cease to be a member of the Institute. *Provided*, however, that any member may, in lieu of the annual assessment, pay the sum of *thirty dollars*, to be added to the funds of the Institute, the annual interest thereof to be considered as the payment of the annual assessment of said member.

SECT. 41. Members elected more than four months, and within eight months after an Annual Meeting, shall have one dollar deducted from the next annual assessment; and members elected eight months or more after an Annual Meeting, shall have two dollars deducted from the next annual assessment.

SECT. 42. The President and Treasurer may exempt members from assessments, when they may deem it for the interest of the Society.

#### ARTICLE VIII. — APPROPRIATIONS.

SECTION 43. No Member, Officer, or Committee, except the Board of Directors, shall incur any debt whatever in the name of the Institute; but whenever money shall be expended under any appropriation, an account of receipts and expenditures, with the vouchers therefor, shall be rendered to the Treasurer by the party having the same in charge, and the net receipts, if any, shall be paid into the Treasury within thirty days after the object for which the appropriation was made shall have been accomplished.

SECT. 44. When no appropriation shall have been made, a statement of all receipts and expenses incurred shall be made to the Treasurer in like manner; and when all bills shall have been paid, the net receipts shall be turned over to the Treasurer, unless it have been otherwise previously ordered by the Board of Directors. The Board of Directors may, in either case above named, in the name of the Institute, assume all liability for any such debt as may be outstanding, when the balance of said receipts shall have been placed in the Treasurer's hands; provided they are satisfied that the gross receipts exceed all expenses incurred by the party in charge, and that the business or entertainment has been previously authorized by the Institute or the Board of Directors.

#### ARTICLE IX. — ROOMS.

SECTION 45. The Rooms shall be open to members and the public at such times and under such regulations as the Directors may determine.

SECT. 46. Visitors may be introduced by any member.

**ARTICLE X. — AMENDMENT OR ALTERATION OF BY-LAWS.**

**SECTION 47.** The By-laws may be altered, repealed or amended by the votes of two-thirds of the members present and voting, at a Regular Meeting, notice of the proposed alteration, repeal or amendment, having been given in writing at a previous Regular Meeting.



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